

ACQUILINE GUIDANCE

1-1. REGISTRATION.

a. A valid user account is required to access AcquiLine. The director/commander for each organization requiring AcquiLine access will appoint one individual who has the authority to submit requests to the DOC for AcquiLine users. The unit POC shall provide the user's e-mail address and complete mailing address (mailing address must be furnished before AcquiLine registration).

b. Upon receipt of the list from the unit, users may register by accessing the AcquiLine web site at <http://158.5.43.149/acquiline/home.html>.

c. Once logged in, follow the steps outlined below:

(1) Click on registration tab.

(2) Click on registration button.

(3) Fill in user name (will be the same as the individual's network user ID). User name should be in all CAPS, beginning with the individual's last name. DO NOT BEGIN WITH RANK. Furnish password and verify.

(4) Click on contact tab.

(5) Fill in contact name, title, phone number, and e-mail address (must include complete e-mail address, e.g. ***@bragg.army.mil). Only use caps if there are caps in the issued user ID.

(6) Click select for requesting office.

(7) Click on organization radio button. Under search criteria, type first letter of organization in caps (**IMPORTANT: MUST BE IN ALL CAPS IN ORDER TO PROPERLY POPULATE THE CONTRACTING SYSTEM**) in front of the percent sign. The percent sign is a wildcard and search will display everything beginning with the letter typed. (Can also click on "state radio button" and type "NC%" in search criteria that will display everything with a North Carolina State address.)

(8) Once correct address is displayed, click on it and click "select". You will return to "registration" screen.

(9) Click on "form" (top left corner of screen)

(10) Click on "submit"

(11) If all information is furnished, AcquiLine SA will approve registration request.

d. Canceling Accounts. AcquiLine users are to notify the AcquiLine SA via e-mail when their account needs to be canceled. Accounts should be canceled prior to retiring, PCSing, etc. The AcquiLine SA's e-mail is rampeyc@bragg.army.mil.

1-2. **TRAINING.** Training is the responsibility of each unit and each unit should appoint someone to provide this training. However, if there is no one in the unit who can provide this training, you may contact the AcquiLine systems analyst in the IBO-C at 396-4362, ext. 219 or e-mail at rampeyc@bragg.army.mil for assistance.

1-3. **FUNCTIONAL USER GUIDE.** Each organization receiving access to AcquiLine will receive one copy of the AcquiLine Functional User Guide developed by AMS, the AcquiLine contractor. This guide is proprietary information and shall not be disclosed outside the Government. It will be each organization's responsibility to make copies for their AcquiLine users.

1-4. **CREATING A PURCHASE REQUEST.**

a. Each purchase request must contain a description of what you wish to purchase and the Federal Supply Classification (FSC). The description cannot exceed 60 characters. This field is uneditable and is required in order to save the purchase request in the system. If the purchase request is submitted in response to a work order or service number, the description must begin with the work order number and phase or service order number.

b. Enter a unique number in the purchase request number field. This number will be referred to as the purchase request number or financial document number. Generally the purchase request number will be your unit identifier in fields 1-6 (e.g. 35SIG0 for 35th Signal, COSCOM, CASBC, etc), the julian date in fields 7-10, the letter "N" in field 11, and the control number in fields 12-14 (the control number is assigned by the budget analyst). This information should be entered in UPPER CASE., e.g. 35SIG0-0123-0001. **NOTE: The purchase request number must contain the dashes.** Because the purchase request

number could be changed by your funds approving authority at the time the document is funded, you must also type the purchase request number in the comments field for future reference. Under no circumstances should anyone other than the funds approving authority change the purchase request number. If you are submitting a change to a purchase request, the number must include the change number, e.g. 35SIG0-0123-0001-C01.

c. Accurate lines of accounting that match budget's obligation are absolutely critical. DFAS vendor pay is unable to correct accounting data in the Defense Procurement Payment System (DPPS). Accounting classification must total 65 digits - no more and no less. All AcquiLine purchase requests must reflect only "line item funding". Purchase requests with contract level funding will be returned without action to the requiring activity. The budget officer's name, address, and telephone number **must** be entered in the "comments" block. **Under no circumstances should anyone other than the budget officer make changes to the accounting classification number.**

d. The "ship to" address specified in the purchase request **must** have a valid Department of Defense activity address code (DoDAAC) prior to submission to the DOC. Initiators shall complete the Organization Maintenance form at Appendix C and either e-mail or fax it to the DOC. After the address and DoDAAC are entered, this office will notify the requestor. PWBC customers should e-mail the information to eggersr@bragg.army.mil or fax it to Richard Eggers at 6-2674/7527. All other customers should e-mail it to woodarde@bragg.army.mil or fax it to Ed Woodard at 6-9438.

e. Enter the name, address, and telephone number of the individual responsible for preparing and submitting the receiving report to DFAS in the "comments" block.

f. Enter the name, address, and telephone number of the budget officer in the "comments" block.

g. If the purchase request is against a requirements type contract, specify the contract number in the "comments" block.

h. The local purchase authority, e.g. AR 710-2, 420-18, shall be included in the "comments" block.

i. Other items to be included in the "comments" block include the originator's name and phone number, project manager's name and phone number (if applicable), a listing of any and all "non-electronic"

attachments to be forwarded separately, and a required delivery or performance date.

j. If there is not enough room in the "comments" block for all required information, the information may be included as a Word attachment.

1-5. Creating a New Subcontract Line Item

a. The process for creating a Subcontract Line Item (SubCLIN) is similar to the creation of a Contract Line Item (CLIN), however, there are a few differences. For example, if you have a **Priced CLIN**, the CLIN Type defaults to **Info Only** in accordance with the Defense Federal Acquisition Regulations (DFARs).

(1) Open an existing PR.

(2) Highlight a CLIN from the *Line Item* tab of the **Purchase Request** window.

(3) From the menu, select **Line Item → New → SubCLIN**.

(a) The **Line Item Detail - New** window opens with the Detail tab displayed.

(b) The line item detail header displays at the top of the **Line Item** form and is visible from every tab of the **Line Item Detail - New** window.

Line Item Detail - New

File Funding

Line Item Detail Number: 000101 Description:

Detail Description Funding Shipping Local Info

NSN: [] Select...

Delivery Date: [] ([] [] [])

Period of Performance: [] [] []

CLIN Type: ☐ Priced ☒ Info Only

Extended Description: []

Item Calculation: Quantity [] x Estimated Unit Price [] = Estimated Line Item Cost []

Period: ☐ Option ☒ Base Opt. #: [] Unit of Issue []

MILSTRIP: [] []

Warning: Applet Window

Figure 1: Line Item Detail – New – Detail Tab

Note: Since creating a SubCLIN is similar to creating a CLIN, refer to “Creating a New Line Item” in this chapter, to learn how to create a CLIN.

(4) From the menu, select **File → Update**. The SubCLIN displays as part of CLIN “0001”.

Purchase Request - 123Train

File Line Item

Purchase Request

Description: Training Purchase Request Number: 123Train

Requisition Date: 06-Sep-2000 DPAS Priority Rating: Priority:

Main Form **Line Item** Contracts Add'l Data

Total Funding: \$20,000.00 Contract Level Funding: New...

* Values may be rounded for display purposes.

Number	Description	Quantity	Unit of Issue	Unit Cost	Total Cost *
0001	Training	2.0		10,000.00	\$20,000.00
000101	Training SubCLIN				

Total Cost: \$20,000.00

Warning: Applet Window

Figure 2: Purchase Request – <Purchase Request Number> – Line Item Tab

1-6. **ATTACHMENTS.** Only Microsoft documents can be attached to the AcquiLine purchase request and forwarded to contracting. Requestors should attach all necessary documents, including but not limited to the performance work statement, technical exhibits, spreadsheets, etc. Each attachment should begin with the purchase request number to alleviate lost documents.

1-7. **ROUTING.**

a. Each unit shall determine their internal routing for AcquiLine documents; however, it is recommended that the last stop for most documents before forwarding to contracting should be the funds approving official. However, those requirements needing ITBC approval should be forwarded to ITBC as the final stop prior to forwarding to Contracting. The "To Be" process for each type requirement is at Appendix B.

b. Each individual receiving the purchase request for action, e.g. approval, funds, etc., shall put a comment into the appropriate

block on the routing history screen to indicate that it was reviewed and approved, returned, altered, etc.

1.8 SUBMITTING A PAPER PURCHASE REQUEST.

a. Paper purchase request documents will be accepted on a case by case basis. Generally, these documents will be accepted only from those organizations that cannot gain AcquiLine access due to the firewall or AcquiLine being down.

b. Organizations needing approval to submit a paper document should contact the Chief, Acquisition Division at 6-4362, ext. 238.

1-9. PURCHASE REQUESTS RETURNED WITHOUT ACTION (RWOA). If the IBO-C is unable to process the purchase request, it will be returned to the originator without action. Documents RWOA'd will have an attachment describing the reasons for the RWOA action. To open the document, following the below instructions:

Log onto AcquiLine

- a. Click one on "Drafts"
- b. Highlight the purchase request listed under "Drafts".
- c. Go to the menu bar at top of page and click on "Purchase Request" and "Open".
- d. Click "OK" on viewing instructions window.
- e. Document should appear on screen and can be printed from there.

1-10. PRINTING. AcquiLine will allow the user to print a purchase request status report by following these steps:

- a. Click on Purchase Request Drop down box.
- b. Click on PR Status Report
- c. Determine Search Criteria. Keep the "%" at the end of your search criteria. This is a wild card that will pull everything beginning with your Document Number.
- d. Determine the beginning and ending dates (you can pull up a calendar by using SHIFT + double clicking inside the date block).

e. Make sure "All PRs" radio button is chosen and click search. Your result should look like the following.

PR Status Report

Query Result

Search Criteria

W%

Begin Date: 01-May-2001

End Date: 14-May-2001

Search By: ☒ PR No. ☐ My PRs ☐ Desc. ☐ PRweb ☒ All

Search

Clear

Close

PR Number:

Creation Date:

Description:

f. Click on the "+" beside "Query Result".

g. Click on "+" for the PR# you want status on. If there is a "+" beside "Award", the purchase request has been awarded. Click on the "+", then double click on the Contract number.

h. To print a copy of this award, press "print screen" on your keyboard, open up a word document, click "paste", then print. The information noted immediately above is what you will be provided. You will not print a DD 1155. You will print information showing the award date, contract number, name of vendor, contracting officer's name, and each line item and total cost for the contract.

1-11. **ASSISTANCE.** Assistance is available to AcquiLine users by accessing <http://acquieline.amsinc.com/acqweb.nsf/files/home.htm>. AcquiLine users should search this site for solutions to problems prior to contacting the AcquiLine systems analyst. The AcquiLine

systems analyst can be reached at 396-4362, ext. 219 or e-mail rampeyc@bragg.army.mil for additional assistance.